

Facilities Supervisor (Maintenance Supervisor 3)
Management Services Division

Salary: \$55,836 – \$73,260 per year (Range 63)

OPENS: 11/20/2009

CLOSES: Open until Filled

Candidate evaluation will be ongoing, and applicants are encouraged to submit materials by December 4, 2009 to ensure full consideration. The hiring authority reserves the right and may exercise the option to make a hiring decision at any time during the announcement period.

Location: Olympia, Washington

This is a project position with an expected duration until December 2011.

Agency Profile

The Washington State Department of Information Services (DIS) provides quality and reliable computing, telecommunications, and Internet services to state and local agencies, tribal governments, educational institutions, and not-for-profit organizations.

As the technology leader for Washington State, DIS provides innovative services so that government agencies can successfully serve the public. DIS also provides support to the Information Services Board (ISB) and other committees.

Job Overview

Reporting to the Management Services Chief Division Manager, this position is responsible for managing Facilities Services within the Department of Information Services. Facilities Services provides office services, facilities planning, property management, physical safety and security, emergency preparedness, fleet management and energy efficiency – all essential support services for all of DIS.

Principal Responsibilities

- Manage the purchasing/procurement of supplies, supply of material, mail delivery and acquisitions requested to maintain a large information services organization.
- Manage physical security standards and policies for a complex of data centers and multi-tenant office facilities.
- Oversee leased space acquisitions and utilization including warehouse and office spaces.
- Manage employee performance.

Qualifications

- Two years of overall responsibility for managing an organization's office and production facilities.
- Three years supervisory experience.
- Knowledge of general building codes and compliance requirements.
- Knowledge of safety and emergency operations requirements.
- Proficiency with using computer software applications such as MS Office and shared collaboration tools such as SharePoint.
- Knowledge of project management principles.
- Ability to prioritize and manage daily work requirements.
- Clear and effective oral and written communication skills.
- Excellent decision making ability including the ability quickly and accurately assess a situation and delivery timely, effective solutions.

Desirable Qualifications

- Experience overseeing facilities of a multi-building organization or agency.
- Understanding of state procurement practices.
- Budget management experience.

Working for DIS

DIS is an agency on the move. With a talented workforce that has a depth of knowledge and understanding of information technology, DIS provides constructive, reliable and responsive services for all their clients.

DIS offers extensive opportunities for career growth and personal development through workshops, seminars, and other training and promotional opportunities.

As one of the top ten places in the country for business and careers (Forbes' Magazine, 2007), and conveniently located at the crossroads of business and leisure, Olympia has become the preferred destination zone for business professionals in the Pacific Northwest.

Olympia is on the Puget Sound and is within easy driving distance of the rugged Olympic National Park, the city of Seattle, Mt. Rainier, Mt. St. Helens, and Pacific Ocean coastal beaches: all offering ample outdoor recreation opportunities. Home to an internationally-recognized educational institution and a vibrant arts scene, Olympia is also the location of the outstanding Farmer's Market, located at the downtown waterfront.

Employee Benefits

The State of Washington offers a comprehensive and competitive package of benefits to match the needs of our diverse workforce. DIS eligible employees can choose from our outstanding [benefit package](#) including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; deferred compensation plans; educational benefits program; paid holidays; Commute Trip Reduction Incentives; training; and state retirement plans.

Special Notes

This announcement may be used to fill multiple vacancies.

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How to Apply

Interested applicants should submit a letter of interest with a detailed description of their experience as it pertains to the Qualifications listed. Please include a current resume, [Washington State Application](#) and a minimum of three professional references.

Please send your application materials via e-mail to hro@dis.wa.gov.

Applicant Profile Form

As a separate part of the application process, you are requested to voluntarily complete and return the [Applicant Profile](#) sheet with your completed application. This information will be treated as confidential. This page will be separated from your application and used by authorized personnel only.

Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, may call (360) 902-3543 or Telecommunications Device for the Deaf 1-800-833-6388.

The Department of Information Systems is an equal opportunity employer.